

**State of Idaho Military Division
Bureau of Homeland Security**

2004 Citizen Corps Program
Application Guidance



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INTRODUCTION AND PURPOSE

On October 1, 2003, the President signed the Fiscal Year 2004 Homeland Security Appropriations Act; thereby providing vital funding needed to ensure the safety and security of our homeland. Through the Department of Homeland Security's (DHS) Office for Domestic Preparedness (ODP), emergency prevention, preparedness and response personnel will receive over \$4 billion in funding for our nation's homeland security. The 2004 appropriation by Congress is a firm commitment to continue to protect and defend the security of the United States of America against the threat posed by terrorism.

In an effort to streamline funding to the States and territories, the Department of Homeland security is consolidating the administration of three programs within ODP. While continuing to direct the State Homeland Security Program, ODP will also now administer the Citizen Corps and the new Law Enforcement Terrorism Prevention Programs. All three programs will be integrated to better facilitate the organization and coordination of preparedness funding, and will be guided by the State Homeland Security Assessments and Strategies.

The FY 2004 State Homeland Security Program (SHSP) will continue to provide planning, equipment, training, exercise, and management and administrative funding to emergency prevention, preparedness, and response personnel, while expanding the scope and reach of the program.

The Citizen Corps Program (CCP) harnesses the power of every individual through education, training and volunteer service to make communities safer, stronger, and better prepared to respond to threats of terrorism, crime, public health issues, and disaster of all kinds. It accomplishes this mission in conjunction with its four partner programs: Community Emergency Response Teams (CERT), Volunteers in Police Service (VIPS), Medical Reserve Corps (MRC) and Neighborhood Watch.

This guidance gives Idaho the opportunity to apply for fiscal year 2004 ODP funds that Congress and the administration is making available for Citizen Corps and its partner programs.

2004 ODP Citizen Corps – Objective

These funds provide the resources necessary for States and Local communities to: 1) bring together the appropriate leadership to form and sustain a Citizen Corps Council; 2) develop and implement a plan for the community to engage all citizens in homeland security, community preparedness, and family safety; 3) conduct public education and outreach in order to inform the public about their role in crime prevention, mitigation, emergency preparedness for all hazards, and public health measures, including bio-terrorism, and to encourage personal responsibility and action; 4) develop and implement Citizen Corps programs offering training and volunteer opportunities to support first responders, disaster relief groups, and community safety efforts, to include the four charter federal programs: CERT, VIPS, MRC and Neighborhood Watch; and 5) coordinate Citizen Corps activities with other DHS funded programs and initiatives.

Project Assistance

Agencies applying for this award may use one of several organizations already established to assist in the writing and application of grants. Some organizations may also have the knowledge to complete the described project. A partial list of organizations is included in Appendix C.

Purpose of Subgrants

ODP is providing grants to assist states, territories, Indian tribal governments and local governments in preparedness for, and consequence management of, all hazards including possible terrorist attacks. This package provides guidance to fund activities in the FY2004 and FY2005 Citizen Corps program and its partner programs.

Appropriation and Authorities

FY 2004 funding for Citizen Corps is authorized by Public Law 108-90, the Department of Homeland Security Appropriations Act, 2004.

OMB Circulars and Common Rules for Grant Management

Administrative Requirements for all Federal award recipients are contained in Government-wide Common Rules.

Office of Justice Programs (OJP) Financial Guide, <http://www.ojp.usdoj.gov/oc/>

28 CFR Part 67 – Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-free Workplace (Grants)

28 CFR Part 69 – New Restrictions on Lobbying

OMB Circular A-110 – Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations, November 19, 1993 (codified at 28 CFR Part 70)

OMB Circular A-87 – Cost Principles for State, Local and Indian Tribal Governments, revised May 4, 1995 (codified at 28 CFR Part 66, by reference)

OMB Circular A-102 – Grants and Cooperative Agreements with State and Local Governments, revised October 7, 1994 (codified at 28 CFR Part 66)

OMB Circular A-133 – Audits of States, Local Governments and Nonprofit Institutions, revised June 30, 1997 (codified at 28 CFR Part 66 & Part 70)

To obtain the latest version of the OMB Circulars, go to <http://www.whitehouse.gov/OMB/grants/index.html>

To obtain the latest version of the CFRs, go to <http://www.access.gpo.gov/nara/cfr/cfr-table-search.html>

GENERAL GRANT GUIDANCE

Subgrantee Points of Contact and Signatory

The 2004 ODP Grant Guidance has been provided to each county board of commissioners and tribal leaders to ensure notification of the grant's availability. The Bureau of Homeland Security (BHS) fully anticipates that each county emergency management coordinator and tribal emergency coordinator will be designated as subgrantee coordinator. BHS requests that a county commissioner/tribal leader or their designee sign each application, BHS Form 424.

The subgrantee coordinator is expected to facilitate application development for the Citizen Corps program. Project applications will be accepted only from the designated county or tribal subgrantee coordinator. Project applications from subdivisions of the county or tribe must be submitted through the designated subgrantee coordinator.

Eligible Applicants

Counties and tribes are encouraged to obtain the participation of any or all of the subdivisions of local government (county, tribe, city, village, town, district or other political subdivision, including any rural community or unincorporated town or village or any other public entity for which an application for assistance is made) to join in the subgrant application. Applications will be accepted only from county or tribal governments.

Grant Application

The application package is due to the BHS Area Field Officer by Monday, July 12, 2004. Each application must include:

- Application for Assistance, Standard BHS Form 424
- Budget Information – Non-Construction Program, BHS Form 20-20
- Proposed project costs, shall be presented by line item amounts and descriptions for categories including:

Personnel	Equipment
Fringe	Supplies
Benefits	Contractual
Travel	Other

- A budget narrative (See Appendix B) which will include any backup documentation or calculations that support the above categories which are items 10a through 10f on the BHS Form 20-20.
- Summary Sheet for Assurances and Certification, BHS Form 20-16, 01/03.
- Assurances–Non-Construction Program, BHS Form 20-16A, 01/03.
- Certification Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements, BHS Form 20-16C Jan 03.
- Disclosure of Lobbying Activities, Standard BHS Form LLL.

- Program Overview
 1. Provide a task schedule with milestone dates for completion.
 2. Include a timeline for the use of funds within the performance period.
 3. Include a plan for retaining the Citizen Corps Council, indicating how they can be used to supplement emergency management activities in disaster and non-disaster situations.
 4. Submit a clear, achievable and detailed program narrative with goal, objectives and scope of work.
 5. Provide a summary of how and when the Citizen Corps Council will be initiated, organized and maintained.
 6. Present a detailed list of projected expenses.
 7. Include information on any existing Citizen Corps program with an explanation of its current status and how it may be improved and expanded.
 8. Include an outline on how the partner programs will be developed and supported.

- Grant Program Goals/Performance Measures and Progress Report

Located at the top of the reporting form is a Descriptive Program Narrative Statement that should plan the goal or objective, the performance measure and the short and long-term action items.

BUDGET INFORMATION FOR APPLICATION

Citizen Corps Allocation

For Citizen Corps \$285,600 is available to counties and Idaho tribes through a formula grant. The formula determines the allocation each applicant may receive based on equal distribution, population and participation. Previous participation and start up costs for new councils are each of equal value. To determine which is more valuable is not desirable at this time. Therefore, this year's participation is set at 0%. In the future, this may change and participation may result in an additional allocation. See Appendix A.

Non-Supplanting Certification

This certification, which is a required component of the on-line application, affirms that federal funds will be used to supplement existing funds, and will not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be addressed in the application review as well as in the pre-award review, post-award monitoring, and the audit. Applicants or grantees may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

Match Requirement

There is no match requirement for this grant.

Assurances

The application includes a list of assurances that the applicant must comply with in order to receive Federal funds under this program. It is the responsibility of the recipient of the Federal funds to fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions. You will be agreeing to these assurances by signing and returning the BHS Assurances and Certification form.

Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirement

This certification, which is a required component of the on-line application, commits the applicant to compliance with the certification requirements under 28 CFR part 69, New Restrictions on Lobbying, and 28 CFR part 67, Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants). The certification will be treated as a material representation of the fact upon which the U.S. Department of Homeland Security will place reliance in awarding grants.

Suspension or Termination of Funding

In accordance with 28 CFR 66.43, the Office for Domestic Preparedness may suspend or terminate funding, in whole or in part, or other measures may be imposed for any of the following reasons:

- Failing to make satisfactory progress toward the goals or objectives set forth in this application.
- Failing to follow grant agreement requirements or standard or special conditions.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.

- Failing to submit required reports.
- Filing a false certification in this application or other report or document.

Before taking action, ODP will provide the grantee reasonable notice of intent to impose measures and will make efforts to resolve the problem informally.

Administrative Costs

Costs to administer the program will be limited to 3% of the grant award. The 3% is a change from the previous grant administrative costs of 5% and this change was imposed by ODP. Indirect costs are included in the 3% limitation. The amount that subgrantees choose to apply towards administrative costs will not be in addition to the grant and subgrant amounts.

Subgrantees may use administrative costs for grant management activities. Costs for staff to manage the grant are limited to the 3% administrative costs. However, costs related to staffing to implement program activities are an eligible cost under the grant and does not need to be charged to the administrative costs. (For example, hiring a staff person to coordinate a Citizen Corps Council and its activities, this is an eligible activity under this grant and is not an administrative cost.)

Payment Schedule

The subgrant program will be paid quarterly on a reimbursement basis. The outlays reported by the applicant on the Financial Status Report (BHS FORM 20-10) will indicate the amount to be reimbursed to the county or tribe less any previous payments.

Period of Performance

All costs must be incurred within the performance period (December 1, 2003- November 30, 2005). Any funds not liquidated by the subgrantee within 30 days from the expiration date of the grant award will be de-obligated by BHS.

Special Conditions

The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide. This guide can be found at <http://www.ojp.usdoj.gov/FinGuide/welcome.html>.

The recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of ODP.

State Homeland Security Strategy

All allocations and use of funds under the Fiscal Year 2004 State Homeland Security Grant Program (SHSGP) must be in accordance with the Fiscal Year 2004 SHSGP Guidelines and Application Kit and **must support the goals and objectives included in the State Homeland Security Strategy.**

The Idaho State Homeland Security Strategy Goal states: Foster citizen participation and support for homeland security and emergency management programs. All allocations and use of funds must support this goal.

Reporting Requirements

Financial Status Reports (BHS Form 20-10)

Financial Status Reports are due within 15 days of the end of each calendar quarter. A report must be submitted for every quarter the award is active, including partial calendar quarters, as well as for periods where no grant activity occurs (see Appendix C). The BHS Finance and Administration Branch will provide a copy of this form in the initial award package. Future awards and fund reimbursements will be withheld if these reports are delinquent. The final financial report is due 120 days after the end date of the award period.

Performance Reports

Performance Reports (PRs) are due within 15 days after the end of the reporting periods, which are June 30 and December 31, for the life of the award. Subgrantees will provide consolidated information to BHS in their PRs, which will serve as the reporting format of the biannual PR. The PRs are due on July 15 with a reporting period of January 1 through June 30, and on January 15 with a reporting period of July 1 through December 31. (See guidance for PR in Appendix C). Updated obligation and expenditure information must be provided with the PRs to show progress made in meeting strategic goals and objectives. BHS will provide an electronic template of the PRs to subgrantees upon request. Future awards and fund reimbursements may be withheld if these reports are delinquent. The final PR is due 60 days after the end date of the award period.

Program reports are designed to provide sufficient information to monitor grant implementation and goal achievement. The PR should:

1. State the status of each goal scheduled to be achieved during the reporting period.
2. Include data appropriate to this stage of project development and sufficient detail to provide a clear idea and summary of work and accomplishments to date.
3. Indicate the status of each goal that was due for completion during a previous reporting period but carried over due to implementation or other problems.
4. State the corrective action planned to resolve implementation problems and state the effect of these problems on the remaining schedule for achieving the project remaining goals.
5. If appropriate, identify changes that are needed in the implementation plan specified in the grant application to overcome problems. Changes that alter plans and/or goals set forth in the application require prior approval and issuance of a Grant Adjustment Notice (GAN).
6. State what technical assistance the BHS might provide during the first six month period to help resolve implementation problems. If technical assistance has been provided to resolve implementation problems, state the problems (or tasks) addressed and the results (or impact) of the assistance provided.
7. Based on the performance measures set forth in the grant application (implementation plan), indicate in quantitative terms the results (of the project) achieved both during the reporting period and cumulative-to-date. Explanatory and qualifying statements will be helpful here, especially if project objectives have changed.

Financial and Compliance Audit Report

Recipients that expend \$500,000 or more of Federal funds during their fiscal year are required to submit an organization-wide financial and compliance audit report. The audit must be performed in accordance with the U.S. General Accounting Office Government Auditing Standards and OMB Circular A-133. Audit reports are currently due to the Legislative Services Office no later than 9 months after the end of the recipient's fiscal year. In addition, the Bureau of Homeland Security shall have access to any books, documents, and records of recipients of FY 2004 HSGP assistance for audit and examination purposes, provided that, in the opinion of the Bureau of Homeland Security these documents are related to the receipt or use of such assistance. The

subgrantee will also give the sponsoring agency through any authorized representative, access to and the right to examine all records, books, papers or documents related to the grant.

Document Retention

In compliance with state law and procedures and subgrantees are required to retain records, including source documentation to support expenditures/costs incurred against the grant award, for three years after the closeout of the grant. The subgrantee must resolve questioned costs that may result from grant funding audited during the three-year record retention period, and return any disallowed costs funded for ineligible activities.

Technical Assistance from the BHS

The Bureau of Homeland Security can promote and present program information to communities and provide CERT Train-the-Trainer courses.

The BHS staff is available to assist applicants in a variety of ways to ensure that the application process, as well as the administration and implementation of the FY 2004 ODP Citizen Corps funds, is handled efficiently and effectively. Technical Assistance may be requested through the BHS Boise and Area Field Offices.

In addition to the guidance and tools provided in this package, the BHS continues to develop and refine additional materials to assist counties. Information on new materials will be provided to the subgrantees through the Area Field Offices.

The BHS Contacts

BHS Area Field Officers

Table 1.					
NAFO North Area Field Officer	NCAFO North Central Area Field Officer	SWAFO Southwest Area Field Officer	CAFO Central Area Field Officer	SEAFO Southeast Area Field Officer	NEAFO Northeast Area Field Officer
Fred Heywood	Debi Ruppe	Pat Lucas	Gary W. Davis	Ken Fagnant	Mike Clements
208 755-1988	208 791-4161	208 861-4656	208 308-2961	208 251-0185	208 589-0754
208 666-6738	208 799-5127	208 334-3460	208 736-3076	208 238-9113	208 745-8641
Benewah	Clearwater	Ada	Blaine	Bannock	Bonneville
Bonner	Idaho	Adams	Camas	Bear Lake	Butte
Boundary	Latah	Boise	Cassia	Bingham	Clark
Kootenai	Lewis	Canyon	Gooding	Caribou	Custer
Shoshone	Nez Perce	Elmore	Jerome	Franklin	Fremont
		Gem	Lincoln	Oneida	Jefferson
		Owyhee	Minidoka	Power	Lemhi
		Payette	Twin Falls		Madison
		Valley			Teton
		Washington			
Temporarily these counties will be assisted by Pat Lucas and Ken Fagnant:		Camas		Blaine	
		Gooding		Cassia	
		Jerome		Lincoln	
				Minidoka	
				Twin Falls	

Citizen Corps Program Manager – The Citizen's Corps Programs Coordinator will be announced in the near future. Cherylyn Murphy will handle interim questions.

All Grants Financial Grant Coordinator – Julie Crooks, 334-3460, jcrooks@bhs.idaho.gov

State Administrative Agency Grants Manager – A. LeiLani Jensen, 334-3460, ljensen@bhs.idaho.gov

PROGRAM SPECIFIC GRANT GUIDANCE- CITIZEN CORPS

CFDA Number: 97.004 - This number is to be used as reference on the application and all reporting documents.

Objectives that need to be accomplished with ODP funds

1. Local governments need to initiate, organize and maintain an active Citizen Corps Council.
2. The local Citizen Corps Council needs to be registered nationally at www.citizencorps.gov.
3. Use the Council as an emergency management resource to facilitate the Citizen Corps mission of harnessing the power of every individual through education, training and volunteer service to make a community safer, stronger and better prepared to respond to threats of all kinds.
4. Communities with already established Citizen Corps programs will be able to continue, maintain and expand upon them.
5. All allocation and use of funds must support the goals and objectives included in the State Homeland Security Strategy.

Objectives of a Council

1. Match the needs of first responders with the skills and abilities of volunteers to make their families, their homes and their communities safer from the threats of terrorism, crime and disasters.
2. Educate the public on safety, help citizens take an active role in protecting themselves from harm, and teach citizens what to do in the event of a crisis.
3. Spearhead efforts to offer citizens new and existing volunteer opportunities, educational information, and training courses to address crime, terrorism and natural disaster risks.
4. Promote all Citizen Corps programs and activities across the community.
5. Capture innovative practices and report accomplishments that can be replicated in other communities nationwide.
6. Survey the community to assess increased awareness and Citizen Corps participation.

Sources to implement the program at the local level

- Local emergency management
- Local Emergency Planning Committee (LEPC)
- Voluntary Organizations Active in Disaster (VOAD)
- Voluntary Agencies

Every community is different. This program is to be tailored to work in your community following the mission of Citizen Corps. Creating a new organization to start a Council is not required. If your community already has a strong team that brings together all sectors of your community, including first responders and volunteer groups, you may want to ask this group to take on the responsibility of promoting Citizen Corps and to acknowledge this group as affiliated with Citizen Corps. You are strongly encouraged to leverage existing resources and build on current successful programs whenever possible.

Allowable Costs

Planning Costs

Costs associated with activities to develop and implement a State, regional or local Citizen Corps plan are allowable under this program. Applicable costs may include:

1. Collecting information on existing resources and volunteer activities within the community;
2. Meetings of the Citizen Corps Council and other community stakeholders;
3. A system to track activities and participants (in compliance with applicable privacy laws);
4. Website development and/or maintenance;
5. Travel expenses for staff and/or volunteers to attend meetings or training sessions;
6. Survey methodologies to assess citizen preparedness, training, and volunteerism;
7. Hiring of full or part-time staff or contractors/consultants to assist with any of the above activities;
8. Conducting local or regional program implementation meetings.

Public Education and Outreach

To accomplish the mission to have all citizens participate in making America safer, Citizen Corps Councils may develop public education and outreach materials to educate and engage the public, to include materials tailored to special needs populations.

Allowable expenditures include materials to support a public awareness campaign, media coverage, outreach activities, and public events, such as:

1. Public Safety Announcements;
2. Printed advertising;
3. Billboards;
4. Promotional flyers;
5. Booth displays;
6. Conference backdrops;
7. Podium signs;
8. Recognition pieces for Citizen Corps partners;
9. Recognition for special commendation in support of the mission;
10. Informational buttons, pins, key chains and magnets;
11. Publications, posters, buck slips; and,
12. Other materials that either encourage the public to participate, educate the public or recognize and support our partners to build a strong, broad based coalition of programs and organizations that make a commitment to further the Citizen Corps mission.

Training, Exercise and Equipment Costs

Citizen Corps funds may be used for training, exercise, and equipment costs related to citizen education and participation in the Citizen Corps mission of safer communities

Applicants are encouraged to request funding for program representatives to participate in the June 2004 Citizen Corps/CERT Conference in Boise, Idaho.

Training supported through the FY 2004 Citizen Corps program may focus on the following areas: emergency preparedness, basic first aid, life saving skills, crime prevention, public health issues, mitigation, safety in the home or other training that promotes community safety. Specific consideration should be given to training all ages, ethnic groups and special needs populations.

Exercises specifically designed for citizens are allowable activities and may include testing public warning systems, evacuation/shelter in place capabilities, or testing family/business preparedness. Examples of appropriate volunteer citizen support for emergency preparedness and response exercises include CERT participation, back filling non professional tasks for first responders deployed on exercise, administrative and logistical assistance with exercise implementation, and providing simulated victims, press, and members of the public.

Allowable costs include:

1. Instructor preparation and delivery time (to include overtime costs);
2. Hiring of full or part-time staff or contractors/consultants to assist with conducting the training and/or managing the administrative aspects of conducting the training;
3. Creation of maintenance of a student database;
4. Rental of training facilities;
5. Printing course materials to include instructor guides, student manuals, brochures, certificates, handouts, newsletters and postage (although preference is for an electronic newsletter with email addresses as part of the database unless the individuals or areas to be served have limited access to electronic communications);
6. Course materials specific to the subject matter, such as bandages, gloves, fire extinguishers, mannequins;
7. Outfitting CERT members with a hard hat, safety vest, goggles and gloves (this equipment remains the property of the county and needs to be tracked);
8. Personal protective equipment for volunteer responders;
9. Equipment related to specific training or volunteer assignments; and Costs associated with design, development, and conduct of exercises specifically for citizens to support the citizen component of first responder exercises, to include preparing citizens for their role in the exercise.

Volunteer Program Costs

One of the goals for Citizen Corps Councils is to provide volunteer service opportunities across all emergency prevention, preparedness and response disciplines, for community safety efforts, and for disaster relief. Citizen Corps funding may be used to establish or enhance volunteer program and volunteer recruitment efforts for Neighborhood Watch, CERT, VIPS and MRC; for the Citizen

Corps affiliate programs; for other DHS funded programs and initiatives; for outreach and training activities; and to support the Citizen Corps Council.

To assist local communities with engaging volunteers, Citizen Corps funds may be used to pay for the costs of:

1. Recruiting;
2. Screening/assessing;
3. Training;
4. Retaining/motivating;
5. Recognizing; and
6. Evaluating volunteers who support law enforcement, fire, emergency medical services, public works, emergency management, disaster relief organizations, community safety efforts, and citizen preparedness in the home, schools, the workplace and throughout the community.

Funds may also be used to evaluate volunteer programs, to include:

1. Cost/benefit analysis;
2. How programs can share resources, and
3. Hiring of full or part-time staff or contractors/consultants to assist with evaluations. To the extent possible, expenditures should be made to benefit multiple programs.

Travel Expenses

Meeting-related expenses.

Acquisition of authorized office equipment (Note: Authorized office equipment includes personal computers, laptop computers, printers, LCD projectors, and other equipment or software which may be required to support the implementation of the State Strategy).

Recurring fees/charges associated with cert equipment, such as cell phones, faxes, etc.

Leasing and/or renting of space for newly hired personnel to administer the CCP

Unauthorized Program Expenditures

1. Expenditures for items such as general use software (word processing, spreadsheet, graphics, etc.), general use computers (other than for allowable M&A activities, or otherwise associated with preparedness or response functions) and related equipment, general-use vehicles, licensing fees, weapons systems and ammunitions;
2. Activities unrelated to the completion and implementation of the CCPO;
3. Other items not in accordance with the Authorized Equipment List or previously listed as allowable costs;
4. Construction or renovation of facilities.

Additional Guidance and Information

Citizen Corps: A Guide for Local Officials and citizen preparedness publications are available on the Citizen Corps website: <http://www.citizencorps.gov>.

APPENDIX A – ALLOCATIONS

Citizens Corps 80% to Counties								
					Formula Applied			
					75%	25%	0%	100.00%
285,600	2002				214,200	71,400	-	285,600
County	Pop. Amt	Pop %	Participation	Par%	Base Amt	Pop Amt	Part Amt	Total To County
Ada	300,904	23.12%	\$0.00	0.00%	4,463	16,509	0	20,972
Adams	3,476	0.27%	\$0.00	0.00%	4,463	191	0	4,653
Bannock	75,565	5.81%	\$0.00	0.00%	4,463	4,146	0	8,608
Bear Lake	6,411	0.49%	\$0.00	0.00%	4,463	352	0	4,814
Benewah	9,171	0.70%	\$1,400.00	4.56%	4,463	503	0	4,966
Bingham	41,735	3.21%	\$0.00	0.00%	4,463	2,290	0	6,752
Blaine	18,991	1.46%	\$0.00	0.00%	4,463	1,042	0	5,504
Boise	6,670	0.51%	\$0.00	0.00%	4,463	366	0	4,828
Bonner	36,835	2.83%	\$1,400.00	4.56%	4,463	2,021	0	6,483
Bonneville	82,522	6.34%	\$689.00	2.24%	4,463	4,528	0	8,990
Boundary	9,871	0.76%	\$1,400.00	4.56%	4,463	542	0	5,004
Butte	2,899	0.22%	\$0.00	0.00%	4,463	159	0	4,622
Camas	991	0.08%	\$0.00	0.00%	4,463	54	0	4,517
Canyon	131,441	10.10%	\$2,942.50	9.58%	4,463	7,212	0	11,674
Caribou	7,304	0.56%	\$0.00	0.00%	4,463	401	0	4,863
Cassia	21,416	1.65%	\$0.00	0.00%	4,463	1,175	0	5,638
Clark	1,022	0.08%	\$689.00	2.24%	4,463	56	0	4,519
Clearwater	8,930	0.69%	\$1,263.00	4.11%	4,463	490	0	4,952
Custer	4,342	0.33%	\$689.00	2.24%	4,463	238	0	4,701
Elmore	29,130	2.24%	\$0.00	0.00%	4,463	1,598	0	6,061
Franklin	11,329	0.87%	\$0.00	0.00%	4,463	622	0	5,084
Fremont	11,819	0.91%	\$689.00	2.24%	4,463	648	0	5,111
Gem	15,181	1.17%	\$0.00	0.00%	4,463	833	0	5,295
Gooding	14,155	1.09%	\$0.00	0.00%	4,463	777	0	5,239
Idaho	15,511	1.19%	\$1,263.00	4.11%	4,463	851	0	5,314
Jefferson	19,155	1.47%	\$689.00	2.24%	4,463	1,051	0	5,513
Jerome	18,342	1.41%	\$0.00	0.00%	4,463	1,006	0	5,469
Kootenai	108,685	8.35%	\$1,400.00	4.56%	4,463	5,963	0	10,426
Latah	34,935	2.68%	\$1,263.00	4.11%	4,463	1,917	0	6,379
Lemhi	7,806	0.60%	\$689.00	2.24%	4,463	428	0	4,891
Lewis	3,747	0.29%	\$1,263.00	4.11%	4,463	206	0	4,668
Lincoln	4,044	0.31%	\$0.00	0.00%	4,463	222	0	4,684
Madison	27,467	2.11%	\$689.00	2.24%	4,463	1,507	0	5,970
Minidoka	20,174	1.55%	\$0.00	0.00%	4,463	1,107	0	5,569
Nez Perce	37,410	2.87%	\$1,263.00	4.11%	4,463	2,053	0	6,515
Oneida	4,125	0.32%	\$0.00	0.00%	4,463	226	0	4,689
Owyhee	10,644	0.82%	\$0.00	0.00%	4,463	584	0	5,046
Payette	20,578	1.58%	\$2,942.50	9.58%	4,463	1,129	0	5,592
Power	7,438	0.57%	\$0.00	0.00%	4,463	408	0	4,871
Shoshone	13,771	1.06%	\$1,400.00	4.56%	4,463	756	0	5,218
Teton	5,999	0.46%	\$689.00	2.24%	4,463	329	0	4,792
Twin Falls	64,284	4.94%	\$0.00	0.00%	4,463	3,527	0	7,990
Valley	7,651	0.59%	\$0.00	0.00%	4,463	420	0	4,882
Washington	9,977	0.77%	\$2,942.50	9.58%	4,463	547	0	5,010
Tribes								
Nez Perce	2,375	0.18%	\$3,072.00	10.00%	4,463	130	0	4,593
CDA Tribe	1,327	0.10%	\$0.00	0.00%	4,463	73	0	4,535
Kootenai Tribe	72	0.01%	\$0.00	0.00%	4,463	4	0	4,466
Shoshone/Bannock Tribe	3,724	0.29%	\$0.00	0.00%	4,463	204	0	4,667
Total	1,301,351	100%	30,727	100%	214,200	71,400	0	285,600

APPENDIX B – BUDGET NARRATIVE

The budget narrative is sometimes referred to as the budget justification. The narrative should serve two purposes: (1) it explains how the costs were estimated, and (2) it justifies the need for the cost. The narrative should include tables for clarification purposes for certain elements (e.g. equipment list with unit costs/quantity).

The following extract from OMB Circular No. A-87, Attachment A, provides general principles for determining allowable costs. Emphasis is added.

C. Basic Guidelines

1. Factors affecting allowability of costs. To be allowable under Federal awards, costs must meet the following general criteria:

- a. **Be necessary and reasonable** for proper and efficient performance and administration of Federal awards.
- b. **Be allocable** to Federal awards under the provisions of this Circular.
- c. **Be authorized or not prohibited** under State or local laws or regulations.
- d. **Conform to any limitations or exclusions** set forth in these principles, Federal laws, terms and conditions of the Federal award, or other governing regulations as to types or amounts of cost items.
- e. **Be consistent** with policies, regulations, and procedures that apply uniformly to both Federal awards and other activities of the governmental unit.
- f. **Be accorded consistent treatment.** A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
- g. Except as otherwise provided for in this Circular, **be determined in accordance with generally accepted accounting principles.**
- h. **Not be included as a cost or used to meet cost sharing or matching requirements of any other Federal award** in either the current or a prior period, except as specifically provided by Federal law or regulation.
- i. **Be the net of all applicable credits.**
- j. **Be adequately documented.**

2. Reasonable costs. A cost is reasonable if, in its nature and amount, **it does not exceed that which would be incurred by a prudent person under the circumstances** prevailing at the time the decision was made to incur the cost. The question of reasonableness is particularly important when governmental units or components are predominately federally- funded. In determining reasonableness of a given cost, consideration shall be given to:

- a. Whether the cost is of a type generally **recognized as ordinary and necessary** for the operation of the governmental unit or the performance of the Federal award.
- b. The restraints or requirements imposed by such factors as: **sound business practices; arms length bargaining;** Federal, State and other laws and regulations; and, terms and conditions of the Federal award.
- c. **Market prices for comparable goods or services.**
- d. Whether the individuals concerned **acted with prudence** in the circumstances considering their responsibilities to the governmental unit, its employees, the public at large, and the Federal Government.
- e. Significant **deviations from the established practices of the governmental unit**, which may unjustifiably increase the Federal award's cost.

Sample Budget Narrative Format

Please provide detailed data, in narrative form, to support the following cost categories:

Personnel:

1. Identify each position to be supported under the proposed award by title. A detailed staffing pattern is not required.
2. Briefly specify the duties of professionals to be compensated under this award. Detailed position descriptions and salary ranges are not required.
3. State the amounts of time (such as hours or percentages of time) to be expended by each position under this award.

Fringe Benefits:

Indicate the basis for computation of rates, including the types of benefits to be provided.

Travel:

Indicate the estimated number of trips, purposes of travel, and average cost per trip of transportation and subsistence.

Equipment:

1. Indicate the estimated unit cost for each item to be purchased.
2. Briefly justify the need for items of equipment (tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more) to be purchased.

Contracts:

1. Briefly describe the products to be acquired and/or the services to be provided. Justification is not required unless a single contract exceeds \$5,000.
2. Are any sole source contracts contemplated? Provide sufficient detail for justification for the use of a single source for contracts.

Other: Please list the significant items that are the basis for the cost category "Other" on the Budget Information sheet.

Indirect Costs: Is the amount requested based on a rate approved by a Federal Agency? Is copy of agreement attached to application?

APPENDIX C – FORMS

The following pages contain forms for the application of the 2004 Citizen Corps subgrant. Please complete all forms.

For assistance in completing these forms, please see the BHS Boise Staff or Area Field Officer in the local Region.

IDAHO BUREAU OF HOMELAND SECURITY APPLICATION FOR ASSISTANCE			
1. TYPE OF SUBMISSION Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		2. DATE SUBMITTED 01/00/00	
3. DATE RECEIVED BY STATE			
4. NAME OF STATE AGENCY Idaho Bureau of Homeland Security		5. 2004 Citizen Corps Grant 0	
6. APPLICANT INFORMATION Legal Name 0 Address (Street, P.O., City, State, Zip Code, County) 0		Organizational Unit County Name and telephone number of Coordinator/Director for contact regarding application 7. Tax Identification Number & Suffix 0	
8. TYPE OF APPLICATION Subgrantee <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other (specify)		9. TYPE OF APPLICANT (enter appropriate letter in box) A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify)	
10. NAME OF GRANT 2004 Citizen Corps Grant		11. AREAS AFFECTED BY PROJECT (Cities, Counties, etc.) Countywide	
12. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT 2004 Citizen Corps Grant Countywide Overview and Descriptive Narrative Statements are Enclosed			
13. PROPOSED PROJECT Start Date		Ending Date	
14. ESTIMATED FUNDING			
a. County Allocation	\$0.00		
b. County (Non-Federal Match)	\$0.00		
c. Local (Non-Federal Match)	\$0.00		
d. Other Sources	\$0.00		
TOTAL of b, c & d,			
e. Total (a through d)	\$0.00		
15. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?		Yes If "Yes," attach an explanation No	
16. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION IS TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ENCLOSED ASSURANCES IF THE ASSISTANCE IS AW			
a. Name of Governing Body Official		b. Title	
c. Signature of Governing Body Official		d. Date Signed	e. Telephone Number 0
f. Name of Authorized Official 0		g. Title 0	
h. Signature of Authorized Official		i. Date Signed	j. Telephone Number 0

IDAHO BUREAU OF HOMELAND SECURITY BUDGET INFORMATION					
1. Agency To Which Report is Submitted		2. Organization (Name of submitting agency and complete address, including zip code)		4. Federal Grant Number	
Idaho Bureau of Homeland Security		0		0	
		0		5. Code of Federal Domestic Assistance (CFDA) No.	
		3. Federal Tax Identification Number and Suffix		0	
6. Budget Period			7. County Budget as Approved		
Beginning Date (Month, Day, Year)		Ending Date (Month, Day, Year)		\$	
				Date Approved	
				01/00/00	
8. County Allocation (%) → a. 100% b. 100% c. % d.					
9. Program Acronym → CITIZEN CORPS Total					
10. Object Class	a. Personnel				\$0.00
	b. Fringe Benefits				\$0.00
	c. Travel				\$0.00
	d. Equipment				\$0.00
	e. Supplies				\$0.00
	f. Contractual				\$0.00
	g. Other		\$0.00		\$0.00
	h. Total (10a through 10g)	\$0.00	\$0.00		\$0.00
	i. State Share (County Allocation)	\$0.00	\$0.00		\$0.00
	County Match - Non-Federal				
	j. State	\$0.00			\$0.00
	k. County	\$0.00			\$0.00
	l. Local				\$0.00
	m. Other Sources				\$0.00
n. Total (Sum of 10j through 10m)	\$0.00	\$0.00		\$0.00	
I, the below authorized official, certify that this is the approved budget for the 2004 Citizen Corps Grant.					
11. Signature of Governing Body Official		12. Name and Title (Type or Print)		13. Telephone Number Including Extension	
				14. Date Report Submitted	
				01/00/00	

BHS Form 20-20, 5/04

2004 Citizen Corps Grant Overview

2004 Citizen Corps Grant Performance Period:

Delet this and the following instructions before submitting:

No more than a one-page general description of the current capability and expected accomplishments of the county's 2004 Citizen Corps Grant.

For assistance in preparation of the Overview, it is suggested, but not required, that the Local Capability Assessment for Readiness (LCAR) be used.

IDAHO STATE BUREAU OF HOMELAND SECURITY SUMMARY SHEET FOR ASSURANCES AND CERTIFICATIONS		<i>O.M.B. No. 3067-02006</i>
FOR FISCAL YEAR	Citizen Corps for (Name of County)	
2004	0	

This summary sheet includes Assurances and Certifications that must be read, signed, and submitted as a part of the Application for Federal Assistance.

An applicant must check each item that they are certifying to:

Part I	<input type="checkbox"/>	BHS Form 20-16A, Assurances-Nonconstruction Programs
Part II	<input type="checkbox"/>	BHS Form 20-16B, Assurances-Construction Programs
Part III	<input type="checkbox"/>	BHS Form 20-16C, Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements
Part IV	<input type="checkbox"/>	SF LLL, Disclosure of Lobbying Activities (If applicable)

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the identified attached assurances and certifications.

Typed Name of Authorized Representative (County Commissioner)	Title
Signature of Authorized Representative	Date Signed

NOTE: By signing the certification regarding debarment, suspension, and other responsibility matters for primary covered transaction, the applicant agrees that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by BHS entering into this transaction.

The applicant further agrees by submitting this application that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the BHS Regional Office entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (Refer to 44 CFR Part 17.)

Paperwork Burden Disclosure Notice

"Public reporting burden for this form is estimated to average 1.7 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing, reviewing, and maintaining the data needed, and completing and submitting the form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472."

BHS Form 20-16, 5/04

**IDAHO STATE BUREAU OF HOMELAND SECURITY
ASSURANCES-NON-CONSTRUCTION PROGRAMS**

Note: Certain of these assurances may not be applicable to your project or program. If you have any questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. Section 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration) 5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. Sections 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290-dd-3 and 290-ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Acts of 1968 (42 U.S.C. Section 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interest in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with provisions of the Hatch Act (5 U.S.C. Sections 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. Sections 276a to 276a-7), the Copeland Act (40 U.S.C. Section 276c and 18 U.S.C. Sections 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. Sections 327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. Section 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. Section 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. Section 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).

14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.

16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Section 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.

19. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 U.S.C. 201), as they apply to employees of institutions of higher education, hospitals, and other non-profit organizations.

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

(See reverse for public burden disclosure)

Approved by OMB

0348-0046

1. Type of Federal Action: a. contract <input checked="" type="checkbox"/> b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: <input checked="" type="checkbox"/> a. bid/offer/application b. initial award c. post-award	3. Report Type: <input checked="" type="checkbox"/> a. initial filing b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input checked="" type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known:		5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known:
6. Federal Department/Agency: Office of Domestic Preparedness		7. Federal Program Name/Description: 2004 Citizen Corps CFDA Number, if applicable: _____
8. Federal Action Number, if known:	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i>		b. Individuals Performing Services (including address if different from No. 10a) <i>(last name, first name, MI):</i>
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> 16. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. </div> <div style="width: 35%; border-left: 1px solid black; padding-left: 10px;"> Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____ </div> </div>		
Federal Use Only:		Authorized for Local Reproduction Standard Form - LLL

IDAHO BUREAU OF HOMELAND SECURITY FINANCIAL STATUS REPORT

1. State Agency To Which Report is Submitted	2. Federal Grant No.	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Select Yes or No </div>	3. Recipient Organization (Name and complete address, including zip code)		
Idaho Bureau of Homeland Security			0 0		
4. Tax Identification No. & Suffix	5. Final Report		6. Base	7. Funding/Grant Period	8. Reporting Period
0	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<input checked="" type="checkbox"/> CASH <input type="checkbox"/> ACCRUAL	From: To:	0 Quarter
Status of Report					
9. Program Acronym	(a)	(b)	(c)	(d)	
	CITIZEN CORPS			TOTAL	
a. Total Outlays	\$0.00	\$0.00		\$0.00	
b. Recipient Share of Outlays	\$0.00	\$0.00		\$0.00	
c. State Share of Outlays	\$0.00	\$0.00		\$0.00	
d. Total Unliquidated Obligations	\$0.00	\$0.00		\$0.00	
e. Recipient Share of Unliquidated Obligations	\$0.00	\$0.00		\$0.00	
f. State Share of Unliquidated Obligations	\$0.00	\$0.00		\$0.00	
g. Total State (Sum of line c and line f)	\$0.00	\$0.00		\$0.00	
h. Total State Funds Authorized For This Reporting Period	\$0.00	\$0.00		\$0.00	
i. Unobligated Balance of Funds (Line h minus line g)	\$0.00	\$0.00		\$0.00	
10. Remarks: Attach Any Explanations Deemed Necessary Or Information Required By State Grantee In Compliance With Governing Federal Legislation.					

2004 Citizen Corps Grant Program Goals / Performance Measures and Progress Report			
County		Year	Grant Number
Descriptive Program Narrative Statement of Intent (DPS)	Goal or Objective	Topic	
	Performance Measure		
	Action Items Short-term (1 year or less)		
	Action Items Long-term (greater than 1 year)		
1st Quarter	Progress during reporting period	Performance Status	
	2nd Quarter	Progress during reporting period	Performance Status
3rd Quarter	Progress during reporting period	Performance Status	
4th Quarter	Progress during reporting period	Performance Status	
<input type="checkbox"/> We will not achieve our objective this fiscal year. Please see attached explanation. <input type="checkbox"/> Additional assistance is required from BHS. Please see attached request.			
<input type="checkbox"/> Changes in action plan. Please see attached description. <input type="checkbox"/> Additional space needed for narrative. Please see attached sheets.			